

UPLOAD EMPLOYER LOGO
In Payroll Relief

Employer Code _____ Employer Name _____

Upload an employer's logo to Payroll Relief for printing on checks and reports.

INSTRUCTIONS:

1. The dimensions of the image should be no more than 400 X 200 pixels.
2. Save the file in .JPG, .BMP, or .GIF format, making sure it is no larger than 200K in size. The system rejects a file that does not match these specifications.
3. From the **Employer Setup>Options** screen, click **Upload Employer Logo**. Browse for the file and upload it.
4. Once you have uploaded the logo, it appears on employer checks and reports.